



Supreme Court of Arizona
Certification and Licensing Division
1501 West Washington, Suite 104
Phoenix, AZ 85007

For Office Use Only
Complaint Number:

Complaint Form

Note: This form can be filled out onscreen and printed.

Please Check the Box for the Appropriate Program

- ☐ Confidential Intermediary ☐ Defensive Driving ☐ Fiduciary
- ☐ Legal Document Preparer ☐ Certified Reporter

Who are you Filing this Complaint about:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number (If Known): _____

Court Appointment: ☐ YES ☐ NO Type of Appointment: _____

Please Provide Your Information:

Your Name: _____ Date: _____

Your Relationship to Consumer/ Client: _____

Business/ Organization Affiliation: _____

Do you have an attorney?

☐ YES ☐ NO

Has there been or is any legal action pending related to this matter?

☐ YES ☐ NO

If "YES", what was the outcome of the legal action? Please attach any documents you may have.

Description of Allegations	
1	Allegation 1: [Redacted]
2	Allegation 2: [Redacted]
3	Allegation 3: [Redacted]
4	Allegation 4: [Redacted]
5	Allegation 5: [Redacted]
6	Allegation 6: [Redacted]
7	Allegation 7: [Redacted]
8	Allegation 8: [Redacted]
9	Allegation 9: [Redacted]
10	Allegation 10: [Redacted]
11	Allegation 11: [Redacted]
12	Allegation 12: [Redacted]
13	Allegation 13: [Redacted]
14	Allegation 14: [Redacted]
15	Allegation 15: [Redacted]
16	Allegation 16: [Redacted]
17	Allegation 17: [Redacted]
18	Allegation 18: [Redacted]
19	Allegation 19: [Redacted]
20	Allegation 20: [Redacted]
21	Allegation 21: [Redacted]
22	Allegation 22: [Redacted]
23	Allegation 23: [Redacted]
24	Allegation 24: [Redacted]
25	Allegation 25: [Redacted]
26	Allegation 26: [Redacted]
27	Allegation 27: [Redacted]
28	Allegation 28: [Redacted]
29	Allegation 29: [Redacted]
30	Allegation 30: [Redacted]
31	Allegation 31: [Redacted]
32	Allegation 32: [Redacted]
33	Allegation 33: [Redacted]
34	Allegation 34: [Redacted]
35	Allegation 35: [Redacted]
36	Allegation 36: [Redacted]
37	Allegation 37: [Redacted]
38	Allegation 38: [Redacted]
39	Allegation 39: [Redacted]
40	Allegation 40: [Redacted]
41	Allegation 41: [Redacted]
42	Allegation 42: [Redacted]
43	Allegation 43: [Redacted]
44	Allegation 44: [Redacted]
45	Allegation 45: [Redacted]
46	Allegation 46: [Redacted]
47	Allegation 47: [Redacted]
48	Allegation 48: [Redacted]
49	Allegation 49: [Redacted]
50	Allegation 50: [Redacted]
51	Allegation 51: [Redacted]
52	Allegation 52: [Redacted]
53	Allegation 53: [Redacted]
54	Allegation 54: [Redacted]
55	Allegation 55: [Redacted]
56	Allegation 56: [Redacted]
57	Allegation 57: [Redacted]
58	Allegation 58: [Redacted]
59	Allegation 59: [Redacted]
60	Allegation 60: [Redacted]
61	Allegation 61: [Redacted]
62	Allegation 62: [Redacted]
63	Allegation 63: [Redacted]
64	Allegation 64: [Redacted]
65	Allegation 65: [Redacted]
66	Allegation 66: [Redacted]
67	Allegation 67: [Redacted]
68	Allegation 68: [Redacted]
69	Allegation 69: [Redacted]
70	Allegation 70: [Redacted]
71	Allegation 71: [Redacted]
72	Allegation 72: [Redacted]
73	Allegation 73: [Redacted]
74	Allegation 74: [Redacted]
75	Allegation 75: [Redacted]
76	Allegation 76: [Redacted]
77	Allegation 77: [Redacted]
78	Allegation 78: [Redacted]
79	Allegation 79: [Redacted]
80	Allegation 80: [Redacted]
81	Allegation 81: [Redacted]
82	Allegation 82: [Redacted]
83	Allegation 83: [Redacted]
84	Allegation 84: [Redacted]
85	Allegation 85: [Redacted]
86	Allegation 86: [Redacted]
87	Allegation 87: [Redacted]
88	Allegation 88: [Redacted]
89	Allegation 89: [Redacted]
90	Allegation 90: [Redacted]
91	Allegation 91: [Redacted]
92	Allegation 92: [Redacted]
93	Allegation 93: [Redacted]
94	Allegation 94: [Redacted]
95	Allegation 95: [Redacted]
96	Allegation 96: [Redacted]
97	Allegation 97: [Redacted]
98	Allegation 98: [Redacted]
99	Allegation 99: [Redacted]
100	Allegation 100: [Redacted]

Describe the circumstances surrounding the complaint. Please include important dates, times, places, names, and court file numbers, if applicable. Please forward copies of any available documentation regarding the circumstances such as contracts for services, receipts, court documents, etc.

(add attachments if needed)

This statement is true and accurate to the best of my knowledge.

Signature

Date _____

Please mail or fax complaint to:
Supreme Court of Arizona
Certification and Licensing Division
Attention: Programs and Investigations Unit
1501 West Washington, Suite #104
Phoenix, AZ 85007-3231
FAX # 602-452-3958

PURSUANT TO COURT RULES, YOUR HOME ADDRESS, TELEPHONE NUMBER AND PERSONAL EMAIL ADDRESS ARE NOT PUBLIC RECORD AND THEREFORE WILL NOT BE RELEASED. THIS PAGE WILL NOT BE SENT TO THE SUBJECT OF THE COMPLAINT.

Subject's Name: _____

Your Name: _____

Confidential Information

Your Address: _____

City: _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Work Phone:** _____

Email Address: _____



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Complaint Review Procedures

The guidelines listed below are general steps after a complaint has been filed with the Certifications and Licensing Division (“Division”).
These procedures are regulated by the Arizona Code of Judicial Conduct (“ACJA”).

Filing a Complaint – ACJA § 7-201(H)(2)

- When a complaint is received by the Division the information is verified and a complaint number is assigned.
- The complaint is screened to determine if it falls within the Division’s jurisdiction and warrants investigation. If it does not, the complaint may be dismissed by the division director.

Investigation - ACJA § 7-201(H)(3)

- An acknowledgement letter is mailed to the complainant, and a notice of complaint is mailed to the certificate holder with a copy of the complaint excluding any confidential information.
- The certificate holder is required by the ACJA to respond, and a copy of the response shall be forwarded to the complainant.

Investigative Summary and Probable Cause Review - ACJA § 7-201(H)(4) and (5)

- Upon completing the investigation, a written summary is prepared and reviewed by the probable cause evaluator.
- The probable cause evaluator can direct the Division to investigate further, determine probable cause does not exist demonstrating the certificate holder committed any acts of misconduct, or determine that probable cause does exist.
- If probable cause is found, the Division shall forward the complaint to the appropriate board with a written recommendation by the division director for the appropriate disposition.

Board - ACJA § 7-201(H)(5)

- Board meetings are open to the public, however, the public is **not** allowed to address the board at any time unless formally invited.
- Dates, times, locations, and the agendas for each board meeting can be located through the Division’s website under each individual program.
- The board shall review the complaint and may resolve it through dismissal, issuing an advisory letter, issuing informal or formal discipline, or scheduling a formal interview.

For more information regarding the process after these steps please refer to the ACJA. The ACJA is available online through the Division’s website under each individual program or a hard copy can be provided by request.

Certifications and Licensing Website:
[Http://www.azcourts.gov/cld/](http://www.azcourts.gov/cld/)